



West Otter Tail Soil and Water Conservation District

506 Western Ave N
www.wotswcd.org

Fergus Falls MN, 56537

Phone: (218)998-5300

POSITION ANNOUNCEMENT

POSITION TITLE:

Administrative Assistant

CLOSING DATE:

Open until filled

ANTICIPATED START DATE:

Negotiable

POSITION LOCATION:

Fergus Falls, MN

COMPENSATION:

\$20.00 - \$24.00 per hour based on qualifications and experience.

Full-time/Permanent

Benefits: PERA (Retirement), Health Insurance Allowance, Annual Leave, Sick Leave, and Holidays

POSITION PURPOSE:

This position performs a wide variety of administrative, and financial services in support of the district's programs and operations. The individual assuming this position is expected to be self-motivated, committed to achieving a high quality and quantity of work, complete projects on schedule with minimal supervision, and maintain professional relationships with individuals within and outside the organization.

DESIRED QUALIFICATIONS:

- A minimum of a 2-year degree in management, finance, accounting, or related field; or any combination of education and experience that demonstrates the ability to perform the duties of the position
- Proficient knowledge of sound fiscal management and accepted accounting principles
- Demonstratable experience using Microsoft Office and QuickBooks accounting software
- Strong interpersonal and communication skills and capable of working with a wide variety of people
- Must possess and maintain a valid driver's license
- Applicants should be able to learn quickly, follow instructions, handle multiple projects, and adapt to changing job duties and/or responsibilities
- Ability to work independently or as part of a team with district staff and other government agencies and organizations

PRIMARY DUTIES AND RESPONSIBILITIES:

- Maintain a uniform system of budgeting, accounting, and financial reporting in accordance with generally accepted accounting principles; Maintain records and journals for all SWCD financial programs
- Oversee financial transactions to ensure compliance with Minnesota statutes governing the expenditure of public funds. Prepare invoices, pays bills, and monitor accounts receivable

- Maintain and reconcile bank accounts and process banking deposits
- Provide administrative support for office operations; Attend SWCD board meetings, take meeting minutes
- Prepare financial reports for monthly board meetings including treasurer's report, bills payable, and program summary
- Prepare fiscal and calendar year end financial statements and annual report notes
- Process bi-weekly payroll and supervisor compensation including payroll taxes and quarterly reports, Public Employees Retirement Association (PERA) remittance and reports, Minnesota State Deferred Compensation and State, unemployment, and W-2 forms.
- Prepare materials for auditing and provides necessary assistance to auditor
- Coordinate District outreach and education programs; maintain District website and social media
- Administrative assistant work including but not limited to welcoming and directing customers, answering phones, review, and direct general voicemail inquiries, filing, schedule meetings, track and order supplies, file and record management, coordinate training and meeting registrations; lodging and travel arrangement, prepare and send correspondence
- Maintain a general understanding of all district programs to assist with directing landowners to the right staff within the district
- Assist with grant applications, annual reporting, and long-range plan development
- Accept other duties as assigned

The above statements are intended to describe the general nature and level of work being performed by the person in this position. They are not to be construed as an exhaustive list of all duties performed by personnel in this position. This position reports directly to the District Manager.

APPLICATION PROCEDURES:

Please send a cover letter, resume, and 3 references to WOT SWCD Attn: Aaron Larsen 506 Western Ave N Fergus Falls, MN 56537, or email aaron.larsen@wot.mnswcd.org.

Candidates selected for an interview will be notified by telephone within a week of receiving a complete application.

Additional information may be obtained by calling the District Manager at (218) 998-5300.

AN EQUAL OPPORTUNITY EMPLOYER